

M e m o r a n d u m

Date: January 8, 2010

To: West Valley Area
Attention: Captain J. D. Goodwin

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the West Valley Area was conducted on July 29, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 10, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 1,077 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 60 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	447	41.50%	24.07	25
Telecommunications	368	34.17%	19.82	20
Fleet	55	5.11%	2.96	3
Weapons	207	19.22%	11.15	12
Total	1,077			60

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 52 of the 60 items were located. Two items were unavailable for inspection due to employees being on regular days off, four items were unavailable for inspection due to employees being off-site training/working, one item was unavailable for inspection due to the employee being on family leave, and one item was transferred out of the command. Furthermore, two of the 52 located items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 49 of the 51 items reconciled. One item was not listed on any OPI inventory lists (Uninterruptable Power Source) and one item was not listed on the appropriate OPI inventory list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 24, 2010.

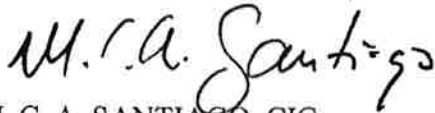
Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

West Valley Area

Page 3

January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink that reads "M. C. A. Santiago". The signature is written in a cursive, flowing style.

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Southern Division
Fiscal Management Section
Telecommunications Section
Office of the Academy
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
WEST VALLEY - 580
December 10, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
WHEEL BALANCER VEHICLE	111033			X			Add serial number 9902095825.
LAPTOP	161621					X	Employee "off" will return 12/10/09.
Uninterruptable Power Source	135155		X				Item located on-site in server/telephone room. No record in database.
Mobile Radio	R41484					X	Employee working off-site and item not available for inspection.
Hand-Held Radio	R62522				X		Employee transferred to the West Los Angeles Area effective September 2, 2008. Transfer list attached.
Hand-Held Radio	R64536					X	Employee training off-site, back 12/11/09.
Hand-Held Radio	R65416					X	Employee "off" will return 12/17/09.
Hand-Held Radio	R67816					X	Employee "off" on family leave, unknown date of return.
Control Head - Mobile	R95373					X	Employee working off-site and item not available for inspection.
Control Head - Mobile	R97020			X			Item located in vehicle 1239650.
Control Head - Motorcycle	R85330		X				Item located on motorcycle E89A42. Database lists item at West Los Angeles Area.
						X	Employee training off-site, back 12/14/09.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
WEST VALLEY - 580**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	108500	TIMER REACTION ELECTRONIC HAND-HELD	X					
2	110083	DICTATING & TRANSCRIBING MACHINE	0024640-2	X				
3	110774	RADAR TRAFFIC MOUNTED	041316	X				
4	111033	WHEEL BALANCER VEHICLE		X			X	Add serial number 9902095825.
5	112708	PRINTER	K23A22070	X				
6	112781	PRINTER	K23A21163	X				
7	112954	PRINTER	K23A21990	X				
8	115812	RADAR VEHICLE	043725	X				
9	116444	RADAR, VEHICLE	044880	X				
10	116458	RADAR, VEHICLE	044656	X				
11	117066	PRINTER DESKJET 880C	MY93A110XR	X				
12	124505	BREATH ANALYZER	049678	X				
13	142786	COPIER	56000103	X				
14	145038	COMPUTER	2UA62412JN	X				
15	151375	COMPUTER	2UA7230H6P	X				
16	151407	COMPUTER	2UA7230GZB	X				
17	151412	COMPUTER	2UA7230H0M	X				
18	159487	ANALYZER BREATH PAS DEVICE	082981	X				
19	159488	ANALYZER BREATH PAS DEVICE	082989	X				
20	161621	LAPTOP	0004639227		X			Employee "off" will return 12/10/09.
21	163659	CAMERA DIGITAL	6926107910	X				
22	165316	LAPTOP	0004639287	X				
23	165323	LAPTOP	0004639295	X				
24	165327	LAPTOP	0004639277	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
WEST VALLEY - 580**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
25	165363	LAPTOP	0004639264	X					
EQUIPMENT TO INVENTORY LIST									
1	108499	TIMER REACTION ELECTRONIC HAND-HELD		X					
2	116468	RADAR, VEHICLE	044750	X					
3	127149	PRINTER	USBD013132	X					
4	130205	SWITCH	7Y3V2C8ACB980	X					
5	130256	UNINTERRUPTABLE POWER SOURCE	AS0305111736	X					
6	130481	FILE SERVER	D320LDN1J774	X					
7	130663	ROUTER	JMX0721L111	X					
8	139763	PRINTER	CNGXH07633	X					
9	145826	SWITCH	FOC1026X2RF	X					
10	145828	SWITCH	FOC1026X1QF	X					
11	151384	COMPUTER	2UA7230GYC	X					
12	164592	Uninterruptable Power Source	AS0820131911	X					
13	164593	Uninterruptable Power Source	AS0820131826	X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)									
1	135155	Uninterruptable Power Source	AS0403112335			X			Item located on-site in server/telephone room. No record in database.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
WEST VALLEY - 580**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R41484	Mobile Radio	C2477E	1111840	9540635		X			Employee working off-site and item not available for inspection.
2	R42235	Mobile Radio	1248100		9541360	X				
3	R43055	Mobile Radio	1248188		9542245	X				
4	R54397	Scanner	1240101		45006806	X				
5	R61231	Hand-Held Radio	15475		402AWUF193	X				
6	R61806	Hand-Held Radio	15323		402AWUF912	X				
7	R62522	Hand-Held Radio	16894		402AWW7528			X		Employee transferred to the West Los Angeles Area effective September 2, 2008. Transfer list attached.
8	R64536	Hand-Held Radio	19620	CTC 1-09	402AWY7341		X			Employee training off-site, back 12/11/09.
9	R65416	Hand-Held Radio	18738		402AWY6781		X			Employee "off" will return 12/17/09.
10	R65690	Hand-Held Radio	19097		402AWY7706	X				
11	R65798	Hand-Held Radio	16523		402AWY9516	X				
12	R65813	Hand-Held Radio	18780		402AWYA053	X				
13	R67816	Hand-Held Radio	17961	MM 08-095	402AXA4045		X			Employee "off" on family leave, unknown date of return.
14	R78636	Control Head - Motorcycle	M9446	E95A42		X				
15	R79869	Scanner	1239959		95000869	X				
16	R80329	Control Head - Mobile	1248382			X				
17	R87117	Hand-Held Radio	15586		402TCQ3548	X				
18	R95373	Control Head - Mobile	C2699PX				X			Employee working off-site and item not available for inspection.
19	R97020	Control Head - Mobile	spare			X			X	Item located in vehicle 1239650.

LEGEND

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
WEST VALLEY - 580**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
20	R97105	Control Head - Motorcycle	M9620	3000416		X					
EQUIPMENT TO INVENTORY LIST											
1	R46677	Mobile Repeater	1248188		7724323	X					
2	R49901	Base Station - rack type			8053370-25	X					
3	R70096	Battery Charger - Radio				X					
4	R70155	Battery Charger - Radio				X					
5	R73121	Fixed Receiver - rack type			8053400-29	X					
6	R73122	Fixed Receiver - rack type			8053372-27	X					
7	R76030	Announcer - Telephone			4941	X					
8	R82308	Telephone System				X					
9	R86326	Remote Console			1239	X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)											
1	R85330	Control Head - Motorcycle						X			Item located on motorcycle E89A42. Database lists item at West Los Angeles Area.

LEGEND

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ATTACHMENT D

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
1 580	Y 1204293	1204293	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
2 580	Y 1239621	1239621	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
3 580	Y 1239647	1239647	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
4 580	Y 1239650	1239650	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
5 580	1239654	1239654	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
6 580	Y 1239662	1239662	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
7 580	Y 1239959	1239959	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
8 580	Y 1240081	1240081	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
9 580	Y 1240101	1240101	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
10 580	Y 1240213	1240213	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
11 580	1248100	1248100	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
12 580	Y 1248115	1248115	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
13 580	Y 1248188	1248188	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
14 580	Y 1248308	1248308	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
15 580	Y 1248324	1248324	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
16 580	Y 1248358	1248358	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
17 580	1248382	1248382	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
18 580	Y 1248428	1248428	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
19 580	1248456	1248456	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
20 580	1248618	1248618	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
21 580	1249919	1249919	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
22 580	Y 1249945	1249945	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
23 580	Y 1249946	1249946	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
24 580	Y 1270514	1270514	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
25 580	Y 1270595	1270595	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
26 580	Y 1270655	1270655	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
27 580	Y 1270858	1270858	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
28 580	Y 1270984	1270984	ENFORCEMENT SEDAN	2009	DOD	CHARGER
29 580	1288934	1288934	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
30 580	Y 1288950	1288950	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
31 580	1289035	1289035	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
32 580	Y 1289052	1289052	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
33 580	Y 1289091	1289091	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
34 580	Y 1289097	1289097	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
35 580	3QKM955	5WKF164	COMMANDER VEHICLES	2007	FOR	CRNVIC
36 580	C2477E	1111840	MOTOR CARRIER VEHICLES	2002	DOD	RAMVAN
37 580	C2593E	1154364	MOTOR CARRIER VEHICLES	2003	DOD	RAMVAN

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
38 580	C2602E	1154393	MOTOR CARRIER VEHICLES	2003	DOD	RAHVAN
39 580	Y C2633P	1171622	MRE 2X4	2004	CHE	2500 PU
40 580	C2699PX	1171635	MRE 2X4	2004	CHE	2500 PU
41 580	C2706P	1183649	MRE 2X4	2005	DOD	PU
42 580	M9732	E84A25	ENFORCEMENT MOTORCYCLE	2001	BMW	R1100RT
43 580	M8888	E87A31	ENFORCEMENT MOTORCYCLE	2002	BMW	R1150RT
44 580	Y M9099	E89A42	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT
45 580	M9169	E90A62	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT
46 580	Y M9418	E95A13	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT
47 580	M9446	E95A12	ENFORCEMENT MOTORCYCLE	2008	BMW	R1200RT
48 580	M9508	E96A55	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
49 580	M9529	E96A75	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
50 580	M9620	3000416	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
51 580	M9636	3000443	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
52 580	M9687	3000494	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
53 580	T302	1137429	TRAILERS	2002	GCH	MOTOR TRLR
54 580	T385	01977	TRAILERS	2006	VER-MAC	RADAR
55 580	T425X	1283512	TRAILERS	2008	NATL	MESSAGE/RADR

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: _____

DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
580 - West Valley

ATTACHMENT E

November 23, 2009

Officer Issued Weapons

Issued to officer
[Redacted]

ID# Last Name

First Name

Ser#

Control#

Comments

[Redacted]

[Redacted]

Department of California Highway Patrol
Complete Area Inventory
580 - West Valley

November 23, 2009

[REDACTED]

EMPLOYEE TRAINING, ^{BACK} 12/14/09

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
580 - West Valley

November 23, 2009

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division
Ser# Control#

Comments

[REDACTED]

[REDACTED]

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Department of California Highway Patrol
Complete Area Inventory
580 - West Valley

November 23, 2009

[REDACTED]

[REDACTED]

Issued to officer: [REDACTED]

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Ser#

Control#

Comments

Complete Area Inventory

November 23, 2009

Issued to Area/Division:

Comments

Department of California Highway Patrol
Complete Area Inventory
580 - West Valley

November 23, 2009

[REDACTED]
[REDACTED]
[REDACTED]

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[REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
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Issued to Area/DIVISION:

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(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
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[REDACTED]
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[REDACTED]

580 - West Valley

November 23, 2009

[illegible]

Issued to Area/Division:

Issued to Area/Division
Ser# Control#

Comments

[illegible]

Issued to Area/Division:

Area Issued Weapons Total:

Area Grand Total:

OTHER SUPPORTING DOCUMENTS

580-01

From: Judy Chavez
To: AIMS ALL
Date: 5/19/2008 8:18 AM
Subject: Transfers -- PAGE 2 OF 7 - OFFICER VOLUME TRANSFER (CONTINUED)

CHP2 00009 05/19/08 08.17.24
PRS5 00017 05/16/08 16.19.22

N 001 ALL COMMANDERS
FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT

RE: OFFICER VOLUME TRANSFER (CONTINUED)
~~~~~

EFFECTIVE & REPORTING  
9/2/2008,  
H.

PAGE 2 OF 7

| NAME AND I.D. NUMBER      | FROM                                     | TO                                                |
|---------------------------|------------------------------------------|---------------------------------------------------|
| CLARK, C.M. #17882        | 535 EAST LOS ANGELES                     | 840 RIVERSIDE                                     |
| CLAWSON, W.M. #17776      | 330 REDWOOD CITY                         | 365 SOLANO                                        |
| COMPTON, B.S. #14948      | 135 REDDING                              | 365 SOLANO                                        |
| DARLING, T.R. #18477      | 335 SAN FRANCISCO                        | 390 DUBLIN                                        |
| DAVIDSON, S.M. #15711     | 835 BARSTOW                              | 850 VICTORVILLE                                   |
| DE GEUS JR., B.W. #16529  | 830 MOJAVE,<br>INYOKERN<br>RESIDENT POST | 835 BARSTOW                                       |
| EGAN, S.M. #14662         | 745 SAN LUIS OBISPO                      | 740 TEMPLETON                                     |
| ERNIE, M.M. #17767        | 350 MARIN                                | 325 NAPA                                          |
| ESPIRITU JR., F.C. #16684 | 680 EL CAJON                             | 646 OTAY MESA<br>INSPECTION FACILITY<br>(ONE-YEAR |

ASSIGNMENT)

|                     |                 |                                                       |
|---------------------|-----------------|-------------------------------------------------------|
| ETMON, G.F. #16894  | 580 WEST VALLEY | 565 WEST LOS ANGELES                                  |
| FIORIO, S.J. #14874 | 390 DUBLIN      | 391 MISSION GRADE<br>INSPECTION FACILITY<br>(ONE-YEAR |

ASSIGNMENT)

|                          |              |                      |
|--------------------------|--------------|----------------------|
| FISCHER, J.J. #17070     | 240 OROVILLE | 160 WILLOWS          |
| FISHBOUGH, N.R. #18326   | 730 MONTEREY | 435 FRESNO           |
| FITZPATRICK, M.D. #12728 | 160 WILLOWS  | 241 CHICO            |
| FRANKLIN, R.A. #17999    | 265 STOCKTON | 250 NORTH SACRAMENTO |
| GILES, G.B. #17161       | 495 COALINGA | 440 HANFORD          |

580-02

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R85330

SN

Model # S815

Description CONTROL HEAD, MOTORCYCLE

Vendor Name GE

Warranty End

Asset Key CONTROL HEAD, MOTORCYCLE.S815.NONE

Location 565.00.00.0

Vehicle # M9099

Assigned to Vehicle LC# 89A42

ITEM LOCATED ON  
MOTORCYCLE E89A42 ASSIGNED  
TO (580) - M. 12/10/09